

COURTHOUSE COMPLEX FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

QUESTION CATEGORIES	PAGE NUMBER
General Questions	2
I Need an Attorney/Help	2,3
Forms	3
Jury Duty	3
Driving/Traffic	3,4
I Owe Fines, Fees, Assessments	4
In Custody	4
Zoning/Code Violations/Permits	4
Small Claims/Eviction Matters	4
Domestic Violence	5
Court Details	5,6
Family/Marriage	6
Deaths	7
Property	7

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GENERAL QUESTIONS	ANSWERS
Emergencies: 9-1-1	Non-Emergencies: MACC: 509-762-1160
Does Grant County have a website?	Yes: www.grantcountyweb.com
Where can I report a crime in Grant County?	(Non-Emergencies): MACC: 509-762-1160
How do I schedule an interpreter?	The court will provide an interpreter for criminal matters. The County has interpreter services available to those calling into the County or visiting offices/departments. To discuss interpreter services for Superior Court <i>non-criminal</i> matters: Mary Jane Castillo: 509-855-6572 or <i>via</i> e-mail at maryjaneinterpreter@hotmail.com
Where can I get a list of approved County arbitrators?	Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 444, 378
Where do I get a list of approved Guardian Ad Litem (GAL)? How can I be added to the registries?	Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 444, 378
How can I get a list of approved County mediators?	Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 444, 378
Where can I get fingerprints taken?	Sheriff's Office, 1 st Floor Law & Justice Building: 509-754-2011x 468;
Where do I get a concealed weapons permit?	Sheriff's Office, 1 st Floor Law & Justice Building: 509-754-2011x 468
What level of court handles misdemeanor criminal offenses?	District Court, Courthouse Room 302: 509-754-2011x 434, 389, 465
Where do I get a passport?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
Where can I register to vote?	Elections Office, Courthouse Room 203: 509-754-2011x 377, 423, 343
Where can I find information about a business license?	Treasurer's Office, Courthouse Annex Room 204: 509-754-2011x 446
Where would I go to get a restraining order?	(Non-family only) District Court Civil Dept., Courthouse Room 102: 509-754-2011x 435 (All others) Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
Where can I obtain copies of County Public records?	It depends on the type of record. Public Records Officer: 509-754-2011x 638 located in the County Commissioner's Office, Courthouse Annex Room 207
I NEED AN ATTORNEY/HELP	ANSWERS
I don't have an attorney and cannot afford one. I might go to jail. Who can I call?	Criminal Cases Only: Grant County Department of Public Defense: 509-754-6027 Non-Criminal Cases Only: Northwest Justice Project/CLEAR: 1-888-201-1014 or Grant County Department of Public Defense: 509-754-6027
How do I find an attorney?	Washington State Bar Association www.wsba.org

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I NEED AN ATTORNEY/HELP (Cont'd)	ANSWERS
Where can I get general legal information?	www.WashingtonLawHelp.org or www.lawforwa.org
How do I reach my Court Appointed Attorney?	Non-Felony criminal matters: Grant County Department of Public Defense: 509-754-6027 Adult Felony criminal matters: Grant County Department of Public Defense: 509-754-6027 (Non-traffic) Juvenile criminal matters: Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Who do I contact if I have a complaint about a Public Defender?	Public Defenders Complaint Line: local 509-754-2151 or toll free: 1-800-760-8452
FORMS	ANSWERS
Where do I go to buy legal forms?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430
Where can I obtain legal forms on-line?	www.courts.wa.gov/forms
Where would I find blank Deeds?	Office Supply Co. or Title Company
Where would I find Real Estate Excise tax forms?	From the Treasurer's Office, Courthouse Annex Room 204: 509-754-2011x 446
JURY DUTY	ANSWERS
How do I request to be excused from Jury Duty?	Superior Court: SC Jury Administrator: 509-754-2011x 301 District Court: 509-754-2011x 436
How do I change the date of my Jury Duty?	Superior Court: SC Jury Administrator, 509-754-2011x 301 District Court: 509-754-2011x 436
DRIVING/TRAFFIC	ANSWERS
Where can I file or get a copy of an accident report?	It depends. Start with Public Records Officer, Commissioner's Office, Courthouse Annex Room 207: 509-754-2011x 638
Where do I get a copy of a police report?	It depends. Start with Public Records Officer, Commissioner's Office, Courthouse Annex Room 207: 509-754-2011x 638
How do I get an officer to appear in court?	The Prosecuting Attorney's Office subpoenas officers as needed for charged criminal cases. For active misdemeanor matters involving officers that are not charged by the Prosecuting Attorney, contact the appropriate court: District Court: 509-754-2011x 389, 434 Juvenile Court: 509-754-5690

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DRIVING/TRAFFIC (Contd')	ANSWERS
Where do I pay traffic, non-traffic and parking tickets?	District Court, Courthouse Room 302: 509-754-2011x 389, 434
Will parking tickets go on my driving record?	Check with District Court: 509-754-2011x 389, 434 or State Department of Licensing: 509-754-2392
Who do I ask for a mitigation or contested hearing from? (See also Court Details)	Tickets - District Court, Courthouse Room 302: 509-754-2011x 389, 434
Where do I get a placard and/or handicapped license plates?	Auditor's Licensing Department, Courthouse Room 201: 509-754-2011x 440, 300
I OWE FINES, FEES, ASSESSMENTS	ANSWERS
How do I make payments for court imposed obligations I owe?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 339 District Court, Courthouse Room 302: 509-754-2011x 389, 434
IN CUSTODY	ANSWERS
Where do I find out if someone was picked up?	(Adult only) Jail, 1 st floor Law & Justice Building: 509-754-2011x 481 (Juvenile only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Where do I find out if someone is in jail?	Jail, 1 st floor Law & Justice Building: 509-754-2011x 481
Where do I go to post bond/bail?	(Adult only) Jail, 1 st floor Law & Justice Building: 509-754-2011x 481 (Juvenile only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Where do I find out if someone has been arraigned?	(Non-Felony) District Court, Courthouse Room 302: 509-754-2011x 434, 389 (Felony) Superior Court Clerk, Law & Justice Building Room 218: 509-754-2011x 430, 630
ZONING/CODE VIOLATIONS/PERMITS	ANSWERS
Where can I find out information about zoning?	Planning Department, 457 1 st Ave. NW, Ephrata: 509-754-2011x 620
Where do I report a code violation?	Building Department, 457 1 st Ave. NW, Ephrata: 509-754-2011x 344, 320
Where do I schedule a building/construction inspection?	Building Department, 457 1 st Ave., NW, Ephrata: 509-754-2011x 344, 320
SMALL CLAIMS, EVICTION MATTERS	ANSWERS
Where do I file a small claims (\$5,000 and under) action?	District Court Civil Department, 1 st floor Courthouse: 509-754-2011x 435
Where do I file or respond to an eviction?	Superior Court Clerk's Office, 2 nd floor of Law & Justice Building: 509-754-2011x 430, 630

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DOMESTIC VIOLENCE	ANSWERS
Where do I get a Domestic Violence protection order?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
Where can I obtain safe shelter from domestic violence?	New Hope Domestic Violence and Sexual Assault Services, 840 E. Plum, Moses Lake: 509-764-8402
Where do I get a protection order for unlawful harassment?	District Court Civil Department, 1 st floor Courthouse: 509-754-2011x 435
COURT DETAILS	ANSWERS
Can I talk to the judge?	No. You may not talk to the judge outside of your court hearing
Where do I go to file an appeal from district or municipal court?	District Court, Courthouse Room 302: 509-754-2011x 389, 434
Where do I go to file a probate/estate or guardianship action?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
Where do I go to review a court file?	Superior Court cases, Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630 District Court cases, District Court, Courthouse Room 302: 509-754-2011x 389, 434
Where do I go to purchase copies of documents in a court file?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630 District Court: 509-754-2011x 389, 434
How do I file documents into a Superior Court file?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
Where can I get a copy of the Local Court Rules?	www.courts.wa.gov/court_rules
What are bench copies and who gets them?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
How do I schedule a trial date or hearing date?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630 District Court, Courthouse Room 302: 509-754-2011x 389, 434
I can't be there for court when I am scheduled. What can I do?	Superior Court matters – Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630 District Court matters , District Court, Courthouse Room 302: 509-754-2011x 389, 434 Prosecutor's Office, Law & Justice Building Room 131: 509-754-2011 x 450 (Juvenile non-traffic matters only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690

COURTHOUSE COMPLEX FREQUENTLY ASKED QUESTIONS

COURT DETAILS (Cont'd)	ANSWERS
Who do I ask for a mitigation or contested hearing from? (For Tickets see Driving/Traffic)	Superior Court matters, Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630 District Court matters, District Court, Courthouse Room 302: 509-754-2011x 389, 434
How do I quash a warrant?	For a District Court warrant , District Court, Courthouse Room 302: 509-754-2011x 389, 434 For a Superior Court matter you must contact the jail: 509-754-2011x 481 (Juvenile non-traffic matters only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
FAMILY/MARRIAGE	ANSWERS
How can the courthouse facilitator help me? What are the hours?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 401
How do I file for dissolution of marriage?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630
Where do I get a marriage license?	Auditor's Office – Recording, Courthouse Room 201: 509-754-2011x 332, 336
Where do I go to get a marriage license age waiver?	Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Can a judge marry us?	Yes, this can be arranged through either Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 444 or District Court, Courthouse Room 302: 509-754-2011x 628
Where can I get a name change?	District Court Civil Department, 1 st floor Courthouse: 509-754-2011x 435 Also recorded name changes are on file at the Auditor's Office, Courthouse Room 201: 509-754-2011x 332, 336
Where can I order a birth certificate for someone born in Washington state?	Health District, Courthouse Annex Room 104: 509-754-6060
Where do I file a probate/estate?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 430, 630

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DEATHS	ANSWERS
Where do I get a copy of a death certificate?	<ul style="list-style-type: none"> • For deaths occurring <u>less than 45 days ago</u>, contact the Health District at 509-766-7960. • For deaths <u>over 45 days ago</u>, please go online at www.doh.wa.gov for information. • <u>For deaths prior to July 1, 1907</u>, you will need to contact the County Auditor in the county where the death occurred.
PROPERTY	ANSWERS
Where can I ask about how the value on my property was assessed?	Assessor's Office, Courthouse Annex Room 206: 509-754-2011x 383
Where do I go to contest the assessed value on my tax statement?	Board of Equalization Secretary located in the County Commissioner's Office, Courthouse Annex Room 207: 509-754-2011x 331
Where do I <u>record</u> a document or deed?	Auditor's Office – Recording, Courthouse Room 201: 509-754-2011x 332, 336
Where do I get a copy of a recorded deed?	Auditor's Office – Recording, Courthouse Room 201: 509-754-2011x 332, 336
Where do I pay my property taxes?	Treasurer's Office, Courthouse Annex Room 204: 509-754-2011x 446
I am a senior and/or disabled person on a limited income, is there anything I can do to lower my taxes?	Assessor's Office, Courthouse Annex Room 206: 509-754-2011x 383
How do I go about getting an address for my new property (house, building, vacant land)?	Contact the Assessor's Office, Courthouse Annex Room 206 (for parcel number): 509-754-2011x 383 . If property is located within city limits contact City Hall for your location. If outside city limits contact the Planning Department, 457 1 st Ave. NW, Ephrata: 509-754-2011x 620 .